

COMMON COUNCIL

102

DEPARTMENT: Common Council

PROGRAM MANAGER: Mayor (administered by the Director of Clerk Services)

PROGRAM DESCRIPTION:

The Mayor is the Chief Executive Officer of the City, responsible for ensuring that all City ordinances and State laws are observed and enforced, and that all City officers, boards and commissions properly discharge their duties. The Mayor is the Head of the Police and Fire Departments. The Mayor nominates to Council the appointment of certain City employees, board and commission members, and is chairman of the Plan Commission and the Community Development Authority. The Mayor presides at the meetings of the Common Council voting only in cases relating to tie votes. The Mayor is elected for a three-year term of office, with the current term expiring April 2011.

City Ordinances designate eight cabinet officers, as well as other unclassified positions within City government, that shall be appointed by the Mayor subject to the confirmation by a majority of all members of the Common Council.

The Common Council is the legislative branch of City government. Its primary purpose is the passage of laws, ordinances and policies, establishment of pay ranges for city employees and official management of the city's financial affairs; its budget, its revenues and the raising of funds for the operation of the city. The Common Council is comprised of the Mayor and six members representing the six Aldermanic Districts, serving three-year overlapping terms. One Alderman is elected and serves as Common Council President.

Boards and Commissions of the City serve primarily in an advisory role to the Mayor and Common Council in developing policies and managing the affairs of the City to best serve its citizens. Boards and commissions allow for additional citizen input beyond that of the elected officials. Certain boards and commissions are required under Wisconsin statutes (e.g., the Board of Public Works and Plan Commission); others have been established to oversee certain activities (e.g., Civic Celebrations Commission). The City is served by the following Boards and Commissions:

- Architectural Board
- Board of Health
- Board of Review
- Board of Public Works
- Board of Water Commissioners
- Board of Zoning and Building Appeals
- Civic Celebrations Commission
- Community Development Authority
- Economic Development Commission
- Environmental Commission

- Fair Commission
- Finance Committee
- Library Board
- License Committee
- Parks Commission
- Personnel Committee
- Plan Commission
- Police and Fire Commission
- Technology Commission

Certain boards and commissions oversee programs with their own budget or fund (such as the Community Development Authority, Civic Celebrations Commission, Library Board, and Board of Water Commissioners). The cost of supporting the remaining boards and commissions is included in the Common Council budget.

SERVICES:

- Represent people of the City of Franklin.
- Administer City government in accordance with City Ordinances and State Statutes.
- Mayor prepares a requested annual City budget.
- Adopt ordinances and resolutions, levy taxes and appropriate monies for the operation of the City.
- Adopt and review policies to meet needs of the City and its citizens.

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Mayor (part-time, elected) | N/A | N/A | N/A | N/A | N/A | N/A |
| Six Aldermen (part-time, elected) | N/A | N/A | N/A | N/A | N/A | N/A |
| Confidential Secretary | 0.00 | 0.48 | 0.48 | 0.48 | 0.00 | 0.00 |
| Total | 0.00 | 0.48 | 0.48 | 0.48 | 0.00 | 0.00 |

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|------------------------------|-------------|-------------|-------------|-------------|--------------|--------------|
| Ordinances passed | 41 | 34 | 29 | 28 | 25 | 30 |
| Resolutions passed | 192 | 221 | 167 | 112 | 125 | 130 |
| Common Council meeting hours | 60 | 74.5 | 69.5 | 69 | 70 | 70 |

* Forecast

BUDGET SUMMARY:

- 1) The annual salary for the Mayor is currently established at \$16,800. In addition, the Mayor receives \$4,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 2) The annual salary for Aldermen is currently established at \$7,200. In addition, Aldermen also receive \$1,800 annually for reimbursement of mileage related expenses. These compensation levels were established by Common Council action on December 15, 1998 under City Ordinance 98-1527.
- 3) Clerical support is provided through the Director of Clerk Services office.
- 4) Memberships include:

| | |
|--|--------|
| Public Policy Forum | \$ 500 |
| Intergovernmental Cooperation Council | 350 |
| League of Wisconsin Municipalities | 8,704 |
| Amer Society of Composers, Authors, Publishers | 325 |
| Wisconsin Taxpayers Alliance | 200 |
| South Suburban Chamber of Commerce | 150 |

Memberships in the Wisconsin Alliance for Cities and the Wisconsin Manufacturers & Commerce are not included in the budget for 2010.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| GENERAL FUND EXPENDITURES COMMON COUNCIL | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-PT | 01.102.0000.5113 | 75,842 | 76,155 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 | |
| FICA | 01.102.0000.5151 | 6,842 | 6,866 | 5,783 | 5,783 | 5,783 | 5,783 | 5,783 | 5,783 | 5,783 | |
| WORKERS COMPENSATION INS | 01.102.0000.5156 | 160 | 212 | 204 | 204 | 204 | 265 | 265 | 257 | 257 | |
| Sub-total | | 82,844 | 83,233 | 65,987 | 65,987 | 65,987 | 66,048 | 66,048 | 66,040 | 66,040 | 0.1% |
| Percent of Department Total | | 70.6% | 70.8% | 67.3% | 67.3% | 67.3% | 67.3% | 67.2% | 67.2% | 67.2% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| OTHER PROFESSIONAL SERVICES | 01.102.0000.5219 | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,030 | 1,030 | 1,000 | 1,000 | |
| SUNDRY CONTRACTORS | 01.102.0000.5299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,030 | 1,000 | 1,000 | 1,000 | 0.0% |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.102.0000.5312 | 187 | 157 | 350 | 350 | 350 | 350 | 350 | 300 | 300 | |
| PRINTING | 01.102.0000.5313 | 64 | 128 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | |
| BOARDS AND COMMISSIONS EXP | 01.102.0000.5329 | 635 | 319 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| Sub-total | | 886 | 604 | 1,600 | 1,600 | 1,600 | 1,600 | 1,600 | 1,550 | 1,550 | -3.1% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.102.0000.5421 | 0 | 0 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | |
| SUBSCRIPTIONS | 01.102.0000.5422 | 105 | 100 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | |
| MEMBERSHIPS | 01.102.0000.5424 | 16,940 | 17,425 | 10,000 | 10,000 | 10,000 | 10,000 | 10,230 | 10,250 | 10,250 | |
| CONFERENCES AND SCHOOLS | 01.102.0000.5425 | 745 | 0 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | |
| MILEAGE - AUTO ALLOWANCE | 01.102.0000.5432 | 15,600 | 15,600 | 15,600 | 15,600 | 15,600 | 15,600 | 15,600 | 15,600 | 15,600 | |
| Sub-total | | 33,390 | 33,125 | 28,400 | 28,400 | 28,400 | 28,400 | 28,630 | 28,650 | 28,650 | 0.9% |
| CONTRIBUTIONS AND AWARDS | | | | | | | | | | | |
| AWARDS | 01.102.0000.5726 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| VOLUNTEER RECOGNITION/AWARDS | 01.102.0000.5734 | 280 | 562 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| Sub-total | | 280 | 562 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| SUB TOTAL NON PERSONAL SERVICES | | 34,556 | 34,291 | 32,000 | 32,000 | 32,000 | 32,030 | 32,230 | 32,200 | 32,200 | 0.6% |
| GRAND TOTAL COMMON COUNCIL | | 117,400 | 117,524 | 97,987 | 97,987 | 97,987 | 98,078 | 98,278 | 98,240 | 98,240 | 0.3% |

MUNICIPAL COURT
121

DEPARTMENT: Municipal Court

PROGRAM MANAGER: Municipal Judge

PROGRAM DESCRIPTION:

The Municipal Court has jurisdiction over local ordinance and traffic citations issued in the City. The Court is presided over by a Municipal Judge, elected every three years. The Judge is required by Local Ordinance to be a licensed attorney. The cost of the court clerks for the weekly trial and pleading sessions is also included in this program. The Police Department provides administrative services for the Court which are accounted for in a separate program. The City's interests at trial are represented by the City Attorney's office are also accounted for in a separate program. Also included in this program is the cost of boarding prisoners.

SERVICES:

- Presides over Municipal Court, adjudicating violations of municipal ordinances and traffic citations and imposing forfeitures where provided by law.
- Provides for the boarding of Prisoners

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|--------------------------------------|------|------|------|------|------|------|
| Municipal Judge (part-time, elected) | N/A | N/A | N/A | N/A | N/A | N/A |
| Court Clerk * | 0.50 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total | 0.50 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |

* Administration and Human Resource support through the Police Department

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|-----------------------|-------|-------|------|-------|-------|-------|
| Municipal court cases | 6,908 | 7,995 | 9811 | 8,019 | 8,050 | 8,100 |

* Forecast

BUDGET SUMMARY:

Two daytime and four nighttime court sessions per month are held. A community service alternative on a limited basis at the Franklin Public Library is currently available as an alternative to serving time at the House of Correction.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|-----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| MUNICIPAL COURT | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| 01.121.0000.5111 | 50,564 | 52,291 | 53,452 | 53,452 | 52,149 | 53,195 | 53,195 | 53,195 | 53,195 | 53,195 | |
| SALARIES-FT | 01.121.0000.5113 | 35,773 | 36,197 | 36,369 | 36,369 | 35,996 | 35,973 | 35,973 | 35,973 | 35,973 | |
| SALARIES-PT | 01.121.0000.5117 | 1,269 | 384 | 2,575 | 2,575 | 500 | 2,575 | 2,575 | 2,575 | 2,575 | |
| SALARIES-OT | 01.121.0000.5118 | 194 | 554 | 258 | 258 | 258 | 260 | 260 | 260 | 260 | |
| COMPTIME TAKEN | 01.121.0000.5133 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | 270 | |
| LONGEVITY | 01.121.0000.5134 | 4,147 | 4,051 | 4,147 | 4,147 | 4,046 | 4,127 | 4,127 | 4,127 | 4,127 | |
| HOLIDAY PAY | 01.121.0000.5135 | 4,340 | 4,962 | 4,993 | 4,993 | 4,872 | 5,292 | 5,292 | 5,292 | 5,292 | |
| VACATION PAY | 01.121.0000.5151 | 6,085 | 6,217 | 7,808 | 7,808 | 7,504 | 7,779 | 7,779 | 7,779 | 7,779 | |
| FICA | 01.121.0000.5152 | 7,656 | 7,771 | 8,105 | 8,105 | 7,709 | 8,068 | 8,068 | 8,068 | 8,068 | |
| RETIREMENT | 01.121.0000.5153 | | 947 | 1,000 | 1,000 | 880 | 916 | 916 | 916 | 916 | |
| RETIREE GROUP HEALTH | 01.121.0000.5154 | 22,584 | 24,024 | 25,248 | 25,248 | 24,126 | 23,772 | 23,772 | 23,772 | 23,772 | |
| GROUP HEALTH & DENTAL | 01.121.0000.5155 | 348 | 383 | 332 | 332 | 343 | 347 | 347 | 347 | 347 | |
| LIFE INSURANCE | 01.121.0000.5156 | 174 | 228 | 273 | 273 | 264 | 353 | 353 | 343 | 343 | |
| WORKERS COMPENSATION INS | | | | | | | | | | | |
| Sub-total | | 133,303 | 138,278 | 144,830 | 144,830 | 138,917 | 142,927 | 142,927 | 142,917 | 142,917 | -1.3% |
| Percent of Department Total | | 81.0% | 78.7% | 85.2% | 81.9% | 77.2% | 84.7% | 80.7% | 80.7% | 80.7% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| EQUIPMENT MAINTENANCE | 01.121.0000.5242 | 0 | 0 | 300 | 300 | 300 | 309 | 300 | 300 | 300 | |
| OTHER PROFESSIONAL SERVICES | 01.121.0000.5219 | 212 | 398 | 600 | 600 | 600 | 618 | 600 | 600 | 600 | |
| PRISONER BOARDING | 01.121.0000.5294 | 29,523 | 34,424 | 21,000 | 21,000 | 30,000 | 21,630 | 30,000 | 30,000 | 30,000 | |
| COLLECTION SERVICES | 01.121.0000.5298 | | 740 | 500 | 500 | 500 | 515 | 500 | 500 | 500 | |
| DOT SUSPENSION FEES | 01.121.0000.5298 | | 0 | 300 | 300 | 300 | 309 | 300 | 300 | 300 | |
| Sub-total | | 29,735 | 35,561 | 22,700 | 22,700 | 31,700 | 23,381 | 31,700 | 31,700 | 31,700 | 39.6% |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.121.0000.5312 | 236 | 175 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | |
| PRINTING | 01.121.0000.5313 | 236 | 319 | 350 | 350 | 350 | 350 | 350 | 350 | 350 | |
| Sub-total | | 472 | 494 | 750 | 750 | 750 | 750 | 750 | 750 | 750 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| SUBSCRIPTIONS | 01.121.0000.5422 | 0 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | |
| MEMBERSHIPS | 01.121.0000.5424 | 135 | 135 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | |
| CONFERENCES AND SCHOOLS | 01.121.0000.5425 | 784 | 1,157 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | 1,250 | |
| JURY/WITNESS FEES | 01.121.0000.5429 | 91 | 59 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | |
| Sub-total | | 1,010 | 1,351 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 1,750 | 0.0% |
| SUB TOTAL NON PERSONAL SERVICES | | 31,217 | 37,406 | 25,200 | 25,200 | 34,200 | 25,881 | 34,200 | 34,200 | 34,200 | 35.7% |
| TOTAL GENERAL FUND | | 164,520 | 175,684 | 170,030 | 170,030 | 173,117 | 168,808 | 177,127 | 177,117 | 177,117 | 4.2% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| COMPUTER EQUIPMENT | 41.121.0000.5841 | 0 | 0 | | 3,800 | 3,800 | 0 | | | | |
| SOFTWARE | 41.121.0000.5843 | 0 | 0 | | 3,000 | 3,000 | 0 | | | | |
| TOTAL CAPITAL OUTLAY FUND | | 0 | 0 | 0 | 6,800 | 6,800 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL MUNICIPAL COURT | | 164,520 | 175,684 | 170,030 | 176,830 | 179,917 | 168,808 | 177,127 | 177,117 | 177,117 | 4.2% |
| Less Program Revenue: | | | | | | | | | | | |
| Penalties & Forfeitures @ 12% | | -47,094 | -43,551 | -48,000 | -48,000 | -45,600 | -48,000 | -48,000 | -48,000 | -48,000 | |
| Net Municipal Court Related Costs | | 117,426 | 132,133 | 122,030 | 128,830 | 134,317 | 120,808 | 129,127 | 129,117 | 129,117 | |

CITY CLERK/ELECTIONS

141, 142

DEPARTMENT: City Clerk

PROGRAM MANAGER: Director of Clerk Services

PROGRAM DESCRIPTION:

The City Clerk is the legal custodian of the city's official records, responsible for the administration of elections, complaint handling, legal notification to the public, the issuance of licenses and permits, and the preparation of agendas and the official minutes. The Clerk's Office provides administrative support to the Mayor, Common Council, various boards, commissions and committees, and responds to informational requests from the general public. In addition, the Clerk's office is responsible for the Elections budget.

The Elections budget provides funding for the operation of local, school, state, and federal elections in the City of Franklin. All election records and voter files are maintained and all elections are conducted through the Office of the City Clerk.

SERVICES:

- Prepare and review Common Council agenda.
- Attend all Council meetings; Board and Commission meetings as necessary.
- Maintain custody of city's official records, providing access to and responding to public records requests.
- Prepare, distribute and process resolutions, ordinances, proclamations, agendas and minutes for meetings of the Common Council and various city boards, commissions and committees, including ad hoc groups.
- Complaint handling
- Index Council minutes, resolutions and ordinances.
- Codify approved ordinances.
- Administer oaths of office and certify official documents.
- Issue permits and licenses, as required by local and state laws. Also administers reservation requests for park rental, ball diamond rental, other recreation facility rental, burn permits, and alarm permits.
- Oversee City records management and retention program.
- Administer elections, which includes providing candidate information, voter registration, verification and updating of voter records, assistance with absentee voting, election inspector training, and preparation and processing of Federal, State, and local elections.
- Coordinate, prepare and distribute city directory and monthly calendar.

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|----------------------------|------|------|------|------|------|------|
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administration Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.48 | 1.48 |
| Clerk/Typist | .50 | .50 | .50 | .50 | .50 | .50 |
| Temporary Help | .00 | .00 | .00 | .03 | .02 | .02 |
| Total | 3.50 | 3.50 | 3.50 | 3.53 | 4.00 | 4.00 |

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|-------------------------|--------|--------|--------|--------|----------|--------|
| Liquor licenses | 47 | 51 | 52 | 55 | 55 | 54 |
| Bartenders licenses | 312 | 275 | 303 | 323 | 300 | 300 |
| Property status reports | 117 | 82 | 120 | 99 | 60 | 75 |
| Burn permits | 74 | 358 | 372 | 387 | 370 | 370 |
| Registered voters | 19,835 | 22,981 | 23,400 | 24,323 | **20,768 | 22,000 |
| Elections held | 2 | 4 | 2 | 4 | 2 | 4 |

*Forecast

**State Statutes mandatory purge and update of voters' list

BUDGET SUMMARY:

- 1) The annual fee paid to General Code for placing Franklin's Municipal Code online has increased to \$1,125 in 2010.
- 2) Elections increase in funding is due to two elections held in 2009 vs. four elections scheduled in 2010.
- 3) Election equipment maintenance increase includes maintenance coverage of four months for touch screen elections machines required by the Help America Vote Act of 2002 (HAVA) whereby every polling place is required to have accessible equipment allowing all voters the ability to vote independently, without assistance. The purchase of this equipment in 2008 included maintenance through August 2010. This account also includes a full year of maintenance on the six optical scan voting machines.
- 4) Equipment rental includes \$150 per election paid to The Polish Center and \$150 per election paid to St. Martin of Tours Church for use as polling locations.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| CITY CLERK | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-FT | 01.141.0000.5111 | 136,202 | 145,688 | 144,385 | 144,385 | 141,537 | 145,275 | 145,275 | 145,275 | 145,275 | |
| SALARIES-PT | 01.141.0000.5113 | 13,986 | 16,481 | 35,259 | 35,259 | 34,791 | 35,247 | 35,247 | 35,247 | 35,247 | |
| SALARIES-TEMP | 01.141.0000.5115 | 0 | 0 | 601 | 601 | 800 | 601 | 601 | 601 | 601 | |
| SALARIES-OT | 01.141.0000.5117 | 1,140 | 479 | 1,200 | 1,200 | 600 | 1,200 | 600 | 600 | 600 | |
| COMPTIME TAKEN | 01.141.0000.5118 | 65 | 167 | 160 | 160 | 160 | 160 | 160 | 160 | 160 | |
| LONGEVITY | 01.141.0000.5133 | 810 | 793 | 810 | 810 | 810 | 818 | 818 | 818 | 818 | |
| HOLIDAY PAY | 01.141.0000.5134 | 10,282 | 9,534 | 10,034 | 10,034 | 10,344 | 10,503 | 10,503 | 10,503 | 10,503 | |
| VACATION PAY | 01.141.0000.5135 | 15,350 | 10,529 | 15,709 | 15,709 | 15,230 | 13,962 | 13,962 | 13,962 | 13,962 | |
| FICA | 01.141.0000.5151 | 13,350 | 13,760 | 15,924 | 15,924 | 15,627 | 15,894 | 15,848 | 15,848 | 15,848 | |
| RETIREMENT | 01.141.0000.5152 | 17,784 | 18,340 | 18,828 | 18,828 | 18,467 | 18,798 | 18,738 | 18,738 | 18,738 | |
| RETIREE GROUP HEALTH | 01.141.0000.5153 | | 1,948 | 2,100 | 2,100 | 1,822 | 1,897 | 1,897 | 1,897 | 1,897 | |
| GROUP HEALTH & DENTAL | 01.141.0000.5154 | 45,028 | 47,345 | 50,402 | 50,402 | 48,175 | 47,112 | 47,112 | 47,112 | 47,112 | |
| LIFE INSURANCE | 01.141.0000.5155 | 924 | 990 | 1,000 | 1,000 | 813 | 826 | 826 | 826 | 826 | |
| WORKERS COMPENSATION INS | 01.141.0000.5156 | 317 | 418 | 661 | 661 | 551 | 726 | 724 | 704 | 704 | |
| Allocated payroll cost | 01.141.0000.5199 | -12,900 | -13,500 | -13,800 | -13,800 | -13,800 | -13,800 | -13,800 | -14,600 | -14,600 | |
| Sub-total | | 242,337 | 252,974 | 283,173 | 283,173 | 275,927 | 279,219 | 278,511 | 277,691 | 277,691 | -1.9% |
| Percent of Department Total | | 92.2% | 92.2% | 92.0% | 92.0% | 91.5% | 91.8% | 91.5% | 90.9% | 90.9% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| FILING FEES | 01.141.0000.5223 | 1,610 | 1,172 | 2,000 | 2,000 | 2,000 | 2,060 | 2,000 | 2,000 | 2,000 | |
| EQUIPMENT MAINTENANCE | 01.141.0000.5242 | 0 | 0 | 0 | 0 | 178 | 0 | 0 | 0 | 0 | |
| SUNDRY CONTRACTORS | 01.141.0000.5299 | 5,031 | 4,602 | 5,300 | 5,300 | 5,300 | 5,459 | 5,615 | 5,600 | 5,600 | |
| Sub-total | | 6,641 | 5,774 | 7,300 | 7,300 | 7,478 | 7,519 | 7,615 | 7,600 | 7,600 | 4.1% |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.141.0000.5312 | 461 | 672 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| PRINTING | 01.141.0000.5313 | 497 | 191 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | |
| Sub-total | | 958 | 863 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.141.0000.5421 | 7,393 | 7,810 | 9,250 | 9,250 | 9,250 | 9,250 | 9,000 | 9,000 | 9,000 | |
| SUBSCRIPTIONS | 01.141.0000.5422 | 42 | 52 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | |
| MEMBERSHIPS | 01.141.0000.5424 | 265 | 475 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | |
| CONFERENCES AND SCHOOLS | 01.141.0000.5425 | 1,199 | 1,366 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 | |
| MILEAGE | 01.141.0000.5432 | 694 | 712 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | |
| BACKGROUND CHECKS | 01.141.0000.5471 | 2,310 | 4,290 | 3,000 | 3,000 | 3,700 | 3,000 | 4,200 | 5,950 | 5,950 | |
| Sub-total | | 11,802 | 14,706 | 16,050 | 16,050 | 16,750 | 16,050 | 17,000 | 18,750 | 18,750 | 16.8% |
| SUB TOTAL NON PERSONAL SERVICES | | 19,501 | 21,343 | 24,750 | 24,750 | 25,628 | 24,969 | 26,015 | 27,750 | 27,750 | 12.1% |
| TOTAL GENERAL FUND | | 261,838 | 274,317 | 307,923 | 307,923 | 301,555 | 304,188 | 304,526 | 305,441 | 305,441 | -0.8% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.141.0000.5813 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.141.0000.5841 | 1,008 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SOFTWARE | 41.141.0000.5843 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 1,008 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100.0% |
| GRAND TOTAL CITY CLERK | | 262,846 | 274,317 | 307,923 | 307,923 | 301,555 | 304,188 | 304,526 | 305,441 | 305,441 | -0.8% |
| Less Program Revenue: | | | | | | | | | | | |
| Licenses: 4201 -4217 | | -64,715 | -67,947 | -63,600 | -63,600 | -66,700 | -65,600 | -65,600 | -65,600 | -65,600 | |
| Licenses: 4225 -4241 | | -8,580 | -35,471 | -9,200 | -9,200 | -9,250 | -9,200 | -7,100 | -7,100 | -7,100 | |
| PUBLICATIONS & RECORDING | 01.0000.4411 | -2,603 | -2,108 | -6,300 | -6,300 | -3,300 | -6,300 | -6,300 | -6,300 | -6,300 | |
| PROPERTY STATUS REPORTS | 01.0000.4413 | -3,240 | -2,875 | -3,300 | -3,300 | -3,300 | -3,300 | -3,300 | -3,300 | -3,300 | |
| Net City Clerk Related Costs | | 183,708 | 165,916 | 225,523 | 225,523 | 219,005 | 219,788 | 222,226 | 223,141 | 223,141 | |

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| ELECTIONS | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-FT | 01.142.0000.5111 | 664 | 2,347 | 720 | 720 | 422 | 1,440 | 1,440 | 1,440 | 1,440 | |
| SALARIES-PT | 01.142.0000.5113 | 482 | 3,508 | 490 | 490 | 481 | 977 | 977 | 977 | 977 | |
| SALARIES-TEMP | 01.142.0000.5115 | 7,728 | 25,557 | 9,696 | 9,696 | 9,996 | 23,976 | 23,976 | 23,976 | 23,976 | |
| SALARIES-OT | 01.142.0000.5117 | 1,073 | 5,013 | 1,162 | 1,162 | 1,496 | 3,871 | 3,871 | 3,871 | 3,871 | |
| LONGEVITY | 01.142.0000.5133 | 0 | 24 | 4 | 4 | 4 | 8 | 8 | 8 | 8 | |
| FICA | 01.142.0000.5151 | 161 | 806 | 182 | 182 | 184 | 482 | 482 | 482 | 482 | |
| RETIREMENT | 01.142.0000.5152 | 219 | 646 | 185 | 185 | 212 | 507 | 587 | 589 | 589 | |
| RETIREE GROUP HEALTH | 01.142.0000.5153 | | 133 | 100 | 100 | 25 | 87 | 84 | 89 | 89 | |
| GROUP HEALTH & DENTAL | 01.142.0000.5154 | 593 | 1,509 | 605 | 605 | 491 | 1,137 | 1,145 | 1,137 | 1,137 | |
| LIFE INSURANCE | 01.142.0000.5155 | 0 | 0 | 8 | 8 | 7 | 17 | 17 | 17 | 17 | |
| WORKERS COMPENSATION INS | 01.142.0000.5156 | 31 | 149 | 61 | 61 | 59 | 164 | 164 | 160 | 160 | |
| Sub-total | | 10,951 | 39,691 | 13,213 | 13,213 | 13,377 | 32,666 | 32,751 | 32,746 | 32,746 | 147.6% |
| Percent of Department Total | | 79.4% | 82.2% | 62.1% | 62.1% | 62.0% | 80.0% | 76.1% | 76.2% | 76.2% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| DP SERVICES | 01.142.0000.5214 | 1,009 | 768 | 1,500 | 1,500 | 1,500 | 1,545 | 1,500 | 1,500 | 1,500 | |
| EQUIPMENT MAINTENANCE | 01.142.0000.5242 | 0 | 3,300 | 2,800 | 2,800 | 2,800 | 2,884 | 3,510 | 3,500 | 3,500 | |
| Sub-total | | 1,009 | 4,068 | 4,300 | 4,300 | 4,300 | 4,429 | 5,010 | 5,000 | 5,000 | 16.3% |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.142.0000.5312 | 1,118 | 2,377 | 1,200 | 1,200 | 1,200 | 1,200 | 2,000 | 2,000 | 2,000 | |
| PRINTING | 01.142.0000.5313 | 116 | 817 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | |
| Sub-total | | 1,234 | 3,195 | 2,200 | 2,200 | 2,200 | 2,200 | 3,000 | 3,000 | 3,000 | 36.4% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.142.0000.5421 | 170 | 257 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | |
| CONFERENCES AND SCHOOLS | 01.142.0000.5425 | 0 | 19 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | |
| MILEAGE | 01.142.0000.5432 | 120 | 305 | 100 | 100 | 250 | 100 | 200 | 200 | 200 | |
| EQUIPMENT RENTAL | 01.142.0000.5433 | 300 | 750 | 600 | 600 | 600 | 600 | 1,200 | 1,200 | 1,200 | |
| Sub-total | | 590 | 1,331 | 1,550 | 1,550 | 1,700 | 1,550 | 2,250 | 2,250 | 2,250 | 45.2% |
| SUB TOTAL NON PERSONAL SERVICES | | 2,833 | 8,594 | 8,050 | 8,050 | 8,200 | 8,179 | 10,260 | 10,250 | 10,250 | 27.3% |
| TOTAL GENERAL FUND | | 13,784 | 48,285 | 21,263 | 21,263 | 21,577 | 40,845 | 43,011 | 42,996 | 42,996 | 102.2% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| OTHER CAPITAL EQUIPMENT | 41.142.0000.5819 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SOFTWARE | 41.142.0000.5843 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| GRAND TOTAL ELECTIONS | | 13,784 | 48,285 | 21,263 | 21,263 | 21,577 | 40,845 | 43,011 | 42,996 | 42,996 | 102.2% |
| Less Program Revenue: | | | | | | | | | | | |
| REFUNDS & REIMB - ELECTIONS | 01.0000.4782 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Net Elections Related Costs | | 13,784 | 48,285 | 21,263 | 21,263 | 21,577 | 40,845 | 43,011 | 42,996 | 42,996 | |

INFORMATION SERVICES

144

DEPARTMENT: Information Services

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

City-wide computing and telecommunication needs are administered by this program. This includes the City Hall Complex local area network (LAN), as well as the City's wide area network (WAN), which includes all fire station locations, the Public Works Garage, Sewer/Water operations, the Police Department Facility, and the Library. The program does not generally include the purchase price for replacement of individual workstations within other operating departments, but it does include the contracted staff support for installation and maintenance of the network computers and network components

SERVICES:

- Maintain and grow the City WAN structure
- Perform maintenance and repair work on City-owned computing equipment
- Provide training and software support to City personnel
- Maintain and assist in development of the City's World Wide Web page
- Coordinate and monitor Internet and email access for City employees
- Overall responsibility for GIS, Land Management, and Utility Billing software systems
- Maintain the City's telecommunication services and equipment and the City's public access television channel

STAFFING:

The City's information services function is managed by the Director of Administration through a professional services contract with an outside data processing technical support firm. In addition, the Information Services budget provides for outside contracting for Geographic Information System (GIS) support services and maintenance of GIS software. The City's cost of telecommunication services and equipment (excluding the Police Department) is also included in this budget.

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|-------------------------|-------|-------|-------|-------|-------|-------|
| Total City computers | 140 | 175 | 178 | 185 | 190 | 190 |
| Software applications | 42 | 45 | 44 | 45 | 47 | 47 |
| Est. Help Desk Requests | 1,400 | 1,500 | 1,480 | 1,500 | 1,300 | 1,300 |

BUDGET SUMMARY:

- 1) The 2010 Budget provides for continuation of contracted technical support services at approximately the same level provided for in 2008 and 2009. This 24 hour/day – 7 days/week coverage, with on-call services covering time outside regular business hours, is estimated to be less than the cost of comparable coverage from full-time staff positions to provide data processing support.
- 2) Overall the 2010 budget remains very stable as the total appropriations actually drop \$2,200 or .5%. Department support, however, should be able to be maintained at the current level.
- 3) Capital Outlay purchases include an upgrade of the City Hall Virtual Server Environment (Data Server \$14,000, Host Server \$4,000, Memory Upgrades \$2,600, Gigabit network switch \$900, and Server Enterprise Software (3) \$4,500); DPW server replacement (\$2,700); P.D. Server Operating System Upgrade (\$1,500); SQL Server Licensing Update for P.D. (\$7,500); Emergency Hardware/Software replacement for system or device failures that were not budgeted and are not under warranty (\$3,500); and a replacement mobile projector able to accommodate current resolutions and formats (\$1,500).

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| INFORMATION SERVICES | | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| DATA PROCESSING SERVICES | 01.144.0000.6214 | 147,572 | 206,207 | 209,650 | 209,650 | 207,000 | 215,940 | 208,000 | 208,000 | 208,000 | |
| GIS SUPPORT SERVICES | 01.144.0000.6215 | 84,150 | 95,648 | 101,750 | 101,750 | 101,750 | 104,803 | 101,750 | 101,750 | 101,750 | |
| EQUIPMENT MAINTENANCE | 01.144.0000.5242 | 19,286 | 10,906 | 12,700 | 12,700 | 12,000 | 13,081 | 12,700 | 12,700 | 12,700 | |
| SOFTWARE MAINTENANCE | 01.144.0000.5257 | 32,624 | 32,074 | 36,500 | 36,500 | 36,030 | 37,595 | 36,500 | 36,500 | 36,500 | |
| SUNDRY CONTRACTORS | 01.144.0000.5299 | 2,264 | 2,541 | 3,000 | 3,000 | 2,750 | 3,090 | 3,000 | 3,000 | 3,000 | |
| Sub-total | | 285,896 | 347,376 | 363,600 | 363,600 | 359,530 | 374,509 | 361,950 | 361,950 | 361,950 | -0.5% |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.144.0000.5312 | 146 | 56 | 250 | 250 | 200 | 250 | 200 | 200 | 200 | |
| OPERATING SUPPLIES - OTHER | 01.144.0000.5329 | 2,049 | 4,136 | 5,500 | 5,500 | 5,000 | 5,500 | 5,500 | 5,500 | 5,500 | |
| EQUIPMENT SUPPLIES | 01.144.0000.5333 | 2,018 | 1,336 | 2,500 | 2,500 | 2,000 | 2,500 | 2,500 | 2,500 | 2,500 | |
| Sub-total | | 4,212 | 5,528 | 8,250 | 8,250 | 7,200 | 8,250 | 8,200 | 8,200 | 8,200 | -0.6% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| DATA COMMUNICATION SERVICES | 01.144.0000.5410 | 9,025 | 9,025 | 10,250 | 10,250 | 10,250 | 10,250 | 10,250 | 10,250 | 10,250 | |
| TELEPHONE | 01.144.0000.5415 | 41,872 | 42,113 | 25,000 | 25,000 | 23,500 | 25,000 | 24,500 | 24,500 | 24,500 | |
| CONFERENCES AND SCHOOLS | 01.144.0000.5425 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 50,897 | 51,138 | 35,250 | 35,250 | 33,750 | 35,250 | 34,750 | 34,750 | 34,750 | -1.4% |
| TOTAL GENERAL FUND | | 341,005 | 404,042 | 407,100 | 407,100 | 400,480 | 418,009 | 404,900 | 404,900 | 404,900 | -0.5% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| FURNITURE/FIXTURES | 41.144.0000.5812 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OTHER CAPITAL EQUIPMENT | 41.144.0000.5819 | -24 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.144.0000.5841 | 54,591 | 22,688 | 27,400 | 31,200 | 31,200 | 28,900 | 28,700 | 28,700 | 28,700 | |
| SOFTWARE | 41.144.0000.5843 | 894 | 39,113 | 17,500 | 20,500 | 20,500 | 17,500 | 24,100 | 14,000 | 14,000 | |
| TOTAL CAPITAL OUTLAY FUND | | 55,461 | 61,801 | 44,900 | 51,700 | 51,700 | 46,400 | 52,800 | 42,700 | 42,700 | -4.9% |
| GRAND TOTAL INFORMATION SERVICES | | 396,466 | 465,843 | 452,000 | 458,800 | 452,180 | 464,409 | 457,700 | 447,600 | 447,600 | -1.0% |

ADMINISTRATION and HUMAN RESOURCES

147

DEPARTMENT: Administration and Human Resources

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The Director of Administration serves as the Chief Administrative Officer of the municipal corporation; leading, planning, organizing and directing portions of the central administration of the City of Franklin toward the fulfillment of goals and policies determined by the Common Council. The Director coordinates day-to-day administrative activities of the City, excluding the administrative functions of the City Clerk and Finance Departments. The Director has responsibility of overseeing the City's insurance program and serves as the Director of Human Resources.

The mission of the Human Resources function is to develop and maintain a high functioning workforce through strategic, flexible, progressive, and cost effective human resources systems. The services provided by Human Resources range from analysis and recommendations regarding complex compensation and benefits issues, to consultation with management and policy makers, to direct service to employees. The functional areas encompassing Human Resources are summarized as follows: staffing, labor relations, compensation, benefits, training and development, employee records, equal employment opportunity, and human resources information systems.

MAJOR SERVICES:

- Attend Common Council meetings; provide staff support and attend Board and Commission meetings as necessary.
- In conjunction with the Personnel Committee and with support from the Human Resource Coordinator, responsible for negotiation and administration of collectively bargained labor agreements and recruitment of non-sworn personnel;
- In coordination with the Human Resource Coordinator, administer human resources systems, including the City's workers' compensation and employee health insurance programs.
- Develop, recommend, and maintain Human Resources policies and procedures.
- Coordinate staff training and development as requested by Department Heads.
- Administration of the City's liability and property insurance.
- Coordinate the development and publication of the City's newsletter.
- Represent the City in intergovernmental and legislative functions.
- Maintain and upgrade the City's web site and cable television channel.
- Maintain the City's information technology and voice communications systems.
- Provide staff support to the Personnel and Technology Committees.
- Coordinate the City's annual employee performance evaluation procedure.
- Oversee the Assessor, Animal Control, Recreation, Municipal Buildings, Planning, and Building Inspection offices and staff.

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Director of Administration | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Coordinator | .00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Manager | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Clerk Typist | .80 | .80 | .80 | .80 | .60 | .60 |
| Total | 3.80 | 3.80 | 3.80 | 3.80 | 3.60 | 3.60 |

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|--|-------------|-------------|-------------|-------------|--------------|--------------|
| Labor Contracts Having Negotiations | 4 | 6 | 3 | 3 | 6 | 4 |
| Worker's Comp Claims | 48 | 60 | 83 | 62 | 40 | 40 |
| Job Analyses Conducted & Job Description Revised | 20 | 12 | 39 | 5 | 6 | 3 |
| New Hires | 13 | 23 | 17 | 12 | 3 | 6 |
| Separations from Service | 13 | 9 | 12 | 17 | 7 | 6 |
| Turnover Rate | 5.7% | 3.8% | 5.1% | 7.2% | 3.1% | 2.6% |
| Civil Service Exams Administered | 240 | 260 | 3 | 3 | 6 | 4 |

* Forecast

BUDGET SUMMARY:

1. This budget continues to reflect the consolidation of the Administration (Dept. 147) and the Human Resources (Dept. 148) budgets into the Administration Department budget as first occurred in the 2006 Budget.
2. There is no increase for 2010 non-personal services items in this operating budget.
3. The capital outlay appropriations are for an additional fire-proof file cabinet for Human Resources (\$1,800), an office chair(s) (\$300), and replacement computer equipment (\$1,500).
4. It is worth noting that the Administration and Human Resources budget does not include expenditures related to the establishment of a new Wellness Program as authorized by the Common Council through the approval of certain union contracts for 2010 and beyond. As explained in conjunction with approval of the non-represented employee pay and benefits ordinances and in conjunction with the recently approved labor contracts, direct costs associated with the Wellness Program will be charged directly to the Group Health internal service fund. Costs include items such as printing, purchase of educational DVD's, speaker fees, rental fees, refreshments, employee incentives, and a myriad of other potential items that can educate, inform, or engage participants, but they do not include medical claim costs charged directly to the fund, such as the cost of health risk assessments. The costs will be capped at an annual expenditure not to exceed the City share of the cost of one family plan, which for 2010 is \$18,972. Said costs, amounting to less than two-thirds of one percent of expenditures, are built into the premium rates and projected costs for the Group Health fund. Authorization for their expenditure will be incorporated into the annual approval of stop loss insurance premiums and group health fund administrative expenses.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| ADMINISTRATION | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-FT | 01.147.0000.5111 | 172,697 | 183,966 | 184,143 | 184,143 | 181,135 | 184,368 | 184,368 | 184,368 | 184,368 | |
| SALARIES-PT | 01.147.0000.5113 | 22,818 | 19,560 | 19,307 | 19,307 | 19,307 | 19,403 | 19,403 | 19,403 | 19,403 | |
| SALARIES-OT | 01.147.0000.5117 | 433 | 1,066 | 1,500 | 1,500 | 1,000 | 1,500 | 1,500 | 1,500 | 1,500 | |
| COMPTIME TAKEN | 01.147.0000.5118 | 0 | 231 | 530 | 530 | 530 | 530 | 530 | 530 | 530 | |
| LONGEVITY | 01.147.0000.5133 | 144 | 147 | 150 | 150 | 150 | 185 | 185 | 185 | 185 | |
| HOLIDAY PAY | 01.147.0000.5134 | 11,653 | 11,103 | 11,364 | 11,364 | 12,019 | 12,523 | 12,523 | 12,523 | 12,523 | |
| VACATION PAY | 01.147.0000.5135 | 14,719 | 8,219 | 12,154 | 12,154 | 12,038 | 13,423 | 13,423 | 13,423 | 13,423 | |
| FICA | 01.147.0000.5151 | 16,360 | 16,507 | 17,530 | 17,530 | 17,303 | 17,743 | 17,743 | 17,743 | 17,743 | |
| RETIREMENT | 01.147.0000.5152 | 22,418 | 22,429 | 22,915 | 22,915 | 22,618 | 23,193 | 23,193 | 23,193 | 23,193 | |
| RETIREE GROUP HEALTH | 01.147.0000.5153 | 0 | 3,157 | 3,400 | 3,400 | 2,991 | 3,128 | 3,128 | 3,128 | 3,128 | |
| GROUP HEALTH & DENTAL | 01.147.0000.5154 | 44,649 | 40,798 | 42,852 | 42,852 | 41,004 | 40,440 | 40,440 | 40,440 | 40,440 | |
| LIFE INSURANCE | 01.147.0000.5155 | 1,791 | 1,998 | 2,047 | 2,047 | 997 | 1,019 | 1,019 | 1,019 | 1,019 | |
| WORKERS COMPENSATION/INS | 01.147.0000.5156 | 386 | 513 | 617 | 617 | 610 | 810 | 810 | 787 | 787 | |
| Allocated payroll cost | 01.147.0000.5199 | -17,700 | -18,300 | -18,900 | -18,900 | -18,900 | -18,900 | -18,900 | -19,400 | -19,400 | |
| Sub-total | | 290,367 | 291,394 | 299,609 | 299,609 | 292,802 | 299,365 | 299,365 | 298,842 | 298,842 | -0.3% |
| Percent of Department Total | | 67.3% | 68.4% | 63.6% | 63.6% | 65.2% | 63.2% | 63.5% | 63.5% | 63.5% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| MEDICAL SERVICES | 01.147.0000.5211 | 8,403 | 5,541 | 6,650 | 6,650 | 4,500 | 6,850 | 6,850 | 6,850 | 6,850 | |
| HR PROCESSING FEES | 01.147.0000.5216 | 11,670 | 11,962 | 12,300 | 12,300 | 12,300 | 12,669 | 12,300 | 12,300 | 12,300 | |
| OTHER PROFESSIONAL SERVICES | 01.147.0000.5219 | 5 | 1,693 | 1,200 | 1,200 | 2,352 | 1,236 | 2,200 | 2,200 | 2,200 | |
| AUTO MAINTENANCE | 01.147.0000.5241 | 677 | 0 | 600 | 600 | 600 | 618 | 600 | 600 | 600 | |
| EQUIPMENT MAINTENANCE | 01.147.0000.5242 | 1,886 | 2,221 | 2,500 | 2,500 | 1,500 | 2,575 | 1,500 | 1,500 | 1,500 | |
| LABOR ATTORNEY | 01.147.0000.5252 | 46,216 | 34,512 | 29,000 | 29,000 | 29,000 | 29,870 | 29,000 | 29,000 | 29,000 | |
| UNEMPLOYMENT COSTS | 01.147.0000.5287 | 5,997 | 6,110 | 25,050 | 25,050 | 25,050 | 25,802 | 25,050 | 25,050 | 25,050 | |
| SUNDRY CONTRACTORS | 01.147.0000.5299 | 3,772 | 3,772 | 4,500 | 4,500 | 4,500 | 4,635 | 4,500 | 4,500 | 4,500 | |
| Sub-total | | 78,626 | 65,810 | 81,800 | 81,800 | 79,802 | 84,255 | 81,800 | 81,800 | 81,800 | 0.0% |
| SUPPLIES | | | | | | | | | | | |
| POSTAGE | 01.147.0000.5311 | 32,717 | 40,191 | 43,500 | 43,500 | 43,500 | 43,500 | 45,500 | 45,500 | 45,500 | |
| OFFICE SUPPLIES | 01.147.0000.5312 | 664 | 472 | 800 | 800 | 800 | 800 | 800 | 800 | 800 | |
| PRINTING | 01.147.0000.5313 | 10,720 | 9,551 | 10,100 | 10,100 | 9,750 | 10,100 | 10,100 | 10,100 | 10,100 | |
| EDUCATION SUPPLIES-TESTING | 01.147.0000.5328 | 1,646 | 896 | 6,150 | 6,150 | 0 | 6,150 | 6,150 | 6,150 | 6,150 | |
| OPERATING SUPPLIES-OTHER | 01.147.0000.5329 | 1,797 | 4,085 | 7,650 | 7,650 | 5,500 | 7,650 | 5,650 | 5,650 | 5,650 | |
| FUEL & LUBRICANTS | 01.147.0000.5331 | 441 | 494 | 700 | 700 | 600 | 700 | 700 | 700 | 700 | |
| VEHICLE SUPPORT | 01.147.0000.5332 | | | | | | | | | | |
| MISCELLANEOUS SUPPLIES | 01.147.0000.5399 | 328 | 304 | 0 | 0 | 46 | 0 | 0 | 0 | 0 | |
| Sub-total | | 48,312 | 55,993 | 68,900 | 68,900 | 60,196 | 68,900 | 68,900 | 69,200 | 69,200 | 0.4% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.147.0000.5421 | 4,136 | 681 | 6,000 | 6,000 | 2,000 | 6,000 | 5,500 | 5,500 | 5,500 | |
| SUBSCRIPTIONS | 01.147.0000.5422 | 278 | 552 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | |
| MEMBERSHIPS | 01.147.0000.5424 | 1,492 | 1,346 | 1,500 | 1,500 | 1,700 | 1,500 | 2,000 | 2,000 | 2,000 | |
| CONFERENCES AND SCHOOLS | 01.147.0000.5425 | 1,483 | 791 | 3,500 | 3,500 | 2,000 | 3,500 | 3,500 | 3,500 | 3,500 | |
| ALLOCATED INSURANCE COST | 01.147.0000.5428 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | |
| MILEAGE | 01.147.0000.5432 | 275 | 597 | 600 | 600 | 600 | 600 | 600 | 600 | 600 | |
| EQUIPMENT RENTAL | 01.147.0000.5433 | 4,946 | 4,946 | 5,000 | 5,000 | 5,300 | 5,000 | 5,000 | 5,000 | 5,000 | |
| Sub-total | | 12,811 | 9,113 | 17,450 | 17,450 | 12,450 | 17,450 | 17,450 | 17,450 | 17,450 | 0.0% |
| SUB TOTAL NON PERSONAL SERVICES | | 139,749 | 130,916 | 168,150 | 168,150 | 152,448 | 170,605 | 168,150 | 168,450 | 168,450 | 0.2% |
| TOTAL GENERAL FUND | | 430,116 | 422,310 | 467,759 | 467,759 | 445,250 | 469,970 | 467,515 | 467,292 | 467,292 | -0.1% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.147.0000.5813 | 0 | 2,024 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 | |
| COMPUTER EQUIPMENT | 41.147.0000.5841 | 989 | 1,634 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | |
| SOFTWARE | 41.147.0000.5843 | 553 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 1,542 | 3,658 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | 0.0% |
| GRAND TOTAL ADMINISTRATION | | 431,658 | 425,968 | 471,359 | 471,359 | 448,850 | 473,570 | 471,115 | 470,892 | 470,892 | -0.1% |

FINANCE DEPARTMENT
151, 152

DEPARTMENT: Finance

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

The City Finance Department is responsible for the cash receipting, accounting, investments, budgeting, banking, borrowing, and financial reporting of all City and Water Utility operations. This includes the maintenance of all financial records for the City and Water Utility, billing and collections, accounts payable processing, managing the City's borrowing, and processing payroll for all City employees. The Director is responsible for cash management and investment management with the assistance of an outside investment manager. The department is also responsible for property tax collections for the City and the other taxing jurisdictions from December through July of each year. Long-term department goals include increasing automation of accounting and treasury functions to improve efficiency of services to other City departments and the public, increasing the knowledge of department staff, maintaining timely, quality and useful financial information to City officials and citizens.

Department No. 152 accounts for the cost of the annual City audit.

SERVICES:

- Serve as the City's Chief Financial Officer
- Preparation of monthly and quarterly and annual financial statements
- Preparation of the comprehensive annual financial statements and coordination of the annual audit.
- Coordinate and supervise the preparation of annual City budget.
- Preparation of required State of Wisconsin financial reports and forms.
- Property tax collection and settlement with other governments
- Implement borrowing strategies and supervise all City borrowing.
- Disbursement of monies to vendors.
- Payroll processing for all City employees.
- Billing and collection for City services provided, including special assessments, weed control, development inspection, and other services.
- Financial support and advice to the Franklin Water Utility
- Financial support and advice regarding the TIF Districts and the Community Development Authority.
- Cash management and investment of City funds.
- Receipting of all monies paid to the City.
- Manage City bank accounts.
- Dog and cat licensing.

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Director of Finance & Treasurer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Treasurer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Staff Accountant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Account Clerk | 1.30 | 1.30 | 1.30 | 1.30 | 1.30 | 1.30 |
| Lead Cashier | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 | 0.75 |
| Cashier/Clerk | .80 | .80 | .80 | .80 | .80 | .80 |
| Cashier (seasonal) | .60 | .45 | .45 | .25 | .25 | .25 |
| Total | 7.45 | 7.30 | 7.30 | 7.10 | 7.10 | 7.10 |

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|----------------------------|--------|--------|--------|--------|--------|--------|
| Disbursement Checks | 6,126 | 6,831 | 5,923 | 5,349 | 5,500 | 5,700 |
| Employees Paid | 328 | 348 | 349 | 393 | 375 | 375 |
| Property Tax Bills | 12,793 | 13,393 | 13,523 | 13,623 | 13,700 | 13,800 |
| Water/Sewer Payments | 35,187 | 36,483 | 37,119 | 37,537 | 37,800 | 38,000 |
| General Receipts Processed | 10,003 | 10,781 | 8,562 | 8,383 | 8,500 | 8,500 |
| Dog/Cat licenses | 1,150 | 1,148 | 1,107 | 681 | 700 | 700 |
| Assessment Invoices | 7 | 72 | 10 | 61 | 50 | 50 |
| Customer Invoices | 477 | 1,492 | 999 | 869 | 900 | 1,000 |
| Purchase Requisitions Used | 4,130 | 4,555 | 4,094 | 4,412 | 4,500 | 4,500 |

* Forecast

BUDGET SUMMARY:

- 1) The department uses lockbox processing, outsourced payroll processing, outsourced property tax bill preparation and mailing and temporary seasonal help to minimize staffing while maintaining efficient customer services.
- 2) Allocated Payroll Costs – These credits represent the portion of the departmental personal services expense charged to the Community Development Authority, sewer and water operations.
- 3) Capital Outlay:
Computer Equipment \$4,000

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| FINANCE | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-FT | 01.151.0000.5111 | 209,133 | 227,328 | 234,906 | 234,906 | 231,214 | 236,331 | 236,331 | 236,331 | 236,331 | |
| SALARIES-PT | 01.151.0000.5113 | 83,948 | 86,139 | 93,741 | 93,741 | 93,319 | 94,269 | 94,269 | 94,269 | 94,269 | |
| SALARIES-TEMP | 01.151.0000.5115 | 2,582 | 4,477 | 4,820 | 4,820 | 4,680 | 4,774 | 4,774 | 4,774 | 4,774 | |
| SALARIES-OT | 01.151.0000.5117 | 401 | 622 | 1,200 | 1,200 | 700 | 1,200 | 1,200 | 1,200 | 1,200 | |
| COMPTIME TAKEN | 01.151.0000.5118 | 937 | 960 | 1,061 | 1,061 | 1,061 | 1,061 | 1,061 | 1,061 | 1,061 | |
| LONGEVITY | 01.151.0000.5133 | 570 | 659 | 670 | 670 | 675 | 775 | 775 | 775 | 775 | |
| HOLIDAY PAY | 01.151.0000.5134 | 18,373 | 17,498 | 18,315 | 18,315 | 18,933 | 19,290 | 19,290 | 19,290 | 19,290 | |
| VACATION PAY | 01.151.0000.5135 | 25,308 | 21,280 | 23,742 | 23,742 | 23,540 | 23,979 | 23,979 | 23,979 | 23,979 | |
| FICA | 01.151.0000.5151 | 25,632 | 26,676 | 28,952 | 28,952 | 28,620 | 29,198 | 29,198 | 29,198 | 29,198 | |
| RETIREMENT | 01.151.0000.5152 | 32,347 | 33,932 | 35,261 | 35,261 | 34,822 | 35,547 | 35,547 | 35,547 | 35,547 | |
| RETIREE GROUP HEALTH | 01.151.0000.5153 | 0 | 3,206 | 3,500 | 3,500 | 3,036 | 3,175 | 3,175 | 3,175 | 3,175 | |
| GROUP HEALTH & DENTAL | 01.151.0000.5154 | 70,445 | 75,252 | 79,047 | 79,047 | 75,580 | 74,505 | 74,505 | 74,505 | 74,505 | |
| LIFE INSURANCE | 01.151.0000.5155 | 3,389 | 3,217 | 3,107 | 3,107 | 1,366 | 1,524 | 1,524 | 1,524 | 1,524 | |
| WORKERS COMPENSATION INS | 01.151.0000.5156 | 607 | 815 | 1,021 | 1,021 | 1,009 | 1,334 | 1,334 | 1,296 | 1,296 | |
| ALLOCATED PAYROLL COST | 01.151.0000.5199 | -50,800 | -55,300 | -57,700 | -57,700 | -57,700 | -57,700 | -57,700 | -62,400 | -62,400 | |
| Sub-total | | 422,870 | 446,762 | 471,643 | 471,643 | 460,855 | 469,262 | 469,262 | 464,524 | 464,524 | -1.5% |
| Percent of Department Total | | 87.2% | 87.5% | 86.9% | 86.9% | 87.4% | 86.7% | 87.2% | 87.1% | 87.1% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| PAYROLL PROCESSING FEES | 01.151.0000.5215 | 13,750 | 14,641 | 15,859 | 15,859 | 15,500 | 16,335 | 15,800 | 15,800 | 15,800 | |
| EQUIPMENT MAINTENANCE | 01.151.0000.5242 | 870 | 1,010 | 1,000 | 1,000 | 1,000 | 1,030 | 1,000 | 1,000 | 1,000 | |
| SOFTWARE MAINTENANCE | 01.151.0000.5257 | 11,072 | 11,086 | 12,400 | 12,400 | 12,598 | 12,772 | 13,000 | 13,000 | 13,000 | |
| COLLECTION SERVICES | 01.151.0000.5298 | 0 | 0 | 0 | 0 | 52 | 0 | 0 | 0 | 0 | |
| TAX BILL PREPARATION & MAILING | 01.151.0000.5299 | 9,947 | 10,395 | 10,600 | 10,600 | 10,875 | 10,918 | 11,400 | 11,400 | 11,400 | |
| Sub-total | | 35,639 | 37,131 | 39,859 | 39,859 | 40,025 | 41,055 | 41,200 | 41,200 | 41,200 | 3.4% |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.151.0000.5312 | 1,885 | 2,087 | 2,200 | 2,200 | 2,000 | 2,200 | 2,100 | 2,100 | 2,100 | |
| PRINTING | 01.151.0000.5313 | 2,818 | 2,837 | 4,000 | 4,000 | 3,000 | 4,000 | 3,000 | 3,000 | 3,000 | |
| Sub-total | | 4,703 | 4,924 | 6,200 | 6,200 | 5,000 | 6,200 | 5,100 | 5,100 | 5,100 | -17.7% |
| SERVICES & CHARGES | | | | | | | | | | | |
| SUBSCRIPTIONS | 01.151.0000.5422 | 47 | 0 | 500 | 500 | 0 | 500 | 0 | 0 | 0 | |
| MEMBERSHIPS | 01.151.0000.5424 | 430 | 295 | 400 | 400 | 380 | 400 | 400 | 400 | 400 | |
| CONFERENCES & SEMINARS | 01.151.0000.5425 | 2,530 | 2,117 | 3,000 | 3,000 | 2,322 | 3,000 | 2,700 | 2,700 | 2,700 | |
| ALLOCATED INSURANCE COST | 01.151.0000.5428 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | |
| MILEAGE | 01.151.0000.5432 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| BANK FEES | 01.151.0000.5491 | 14,063 | 13,946 | 15,500 | 15,500 | 13,500 | 15,500 | 14,000 | 14,000 | 14,000 | |
| Sub-total | | 18,569 | 17,858 | 20,900 | 20,900 | 17,702 | 20,900 | 18,600 | 18,600 | 18,600 | -11.0% |
| SUB TOTAL NON PERSONAL SERVICES | | 58,911 | 59,913 | 66,959 | 66,959 | 62,727 | 68,155 | 64,900 | 64,900 | 64,900 | -3.1% |
| TOTAL GENERAL FUND | | 481,781 | 506,675 | 538,602 | 538,602 | 523,582 | 537,417 | 534,162 | 529,424 | 529,424 | -1.7% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| FURNITURE & FIXTURES | 41.151.0000.5812 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| OFFICE EQUIPMENT | 41.151.0000.5813 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.151.0000.5841 | 3,067 | 3,971 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | |
| SOFTWARE | 41.151.0000.5843 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 3,067 | 3,971 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 0.0% |
| GRAND TOTAL FINANCE | | 484,848 | 510,646 | 542,602 | 542,602 | 527,582 | 541,417 | 538,162 | 533,424 | 533,424 | -1.7% |
| Less Program Revenue: | | | | | | | | | | | |
| INTEREST ON INVESTMENTS | 01.0000.4711 | -545,291 | -358,893 | -475,000 | -475,000 | -225,000 | -300,000 | -275,000 | -275,000 | -275,000 | |
| INVESTMENT GAINS/LOSSES | 01.0000.4713 | -65,967 | -95,714 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| INTEREST-TAX ROLL | 01.0000.4715 | -283,132 | -270,698 | -275,000 | -275,000 | -125,000 | -150,000 | -115,000 | -115,000 | -115,000 | |
| Net Finance Related Costs | | -409,543 | -214,659 | -207,398 | -207,398 | 177,582 | 91,417 | 148,162 | 143,424 | 143,424 | |
| AUDIT | | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| SPECIAL AUDIT | 01.152.0000.5210 | | 474 | | | | | | | | |
| ANNUAL AUDIT | 01.152.0000.5213 | 21,665 | 25,815 | 27,150 | 27,150 | 26,837 | 27,965 | 26,000 | 26,000 | 26,000 | |
| ACTUARIAL REVIEW | 01.152.0000.5219 | 5,600 | 0 | 6,600 | 6,600 | 5,600 | 6,798 | 0 | 0 | 0 | |
| GRAND TOTAL AUDIT | | 27,265 | 26,289 | 33,750 | 33,750 | 32,437 | 34,763 | 26,000 | 26,000 | 26,000 | -23.0% |

CITY ASSESSOR
154

DEPARTMENT: Assessor

PROGRAM MANAGER: Director of Administration and City Assessor

PROGRAM DESCRIPTION:

The Assessor's Office is responsible for setting the value of all property within the City for the purposes of determining the taxable value of real and personal property, upon which is levied the municipal, county, and school property tax. The City Assessor is an outside contractor with City staff support from a full-time Assessor Clerk.

SERVICES:

- Input and update information in property database.
- Inspect and review all properties that were issued permits for the current year, as well as any partial assessments occurring in the prior year, and determine the appropriate property value assessment.
- Provide assessment information to interested parties.
- Keep an annual updated list of businesses for personal property reporting.
- Prepare the Assessor's Final Report and TIF Valuation Report for submission to the Department of Revenue.
- Attend Board of Review as required by State Statutes.
- Perform a City-wide property revaluation which typically occurs on a three-year cycle; however, the economic conditions led to delaying the planned 2009 revaluation to 2010. The last revaluation occurred in 2006.

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|----------------------------|------|------|------|------|------|------|
| Assessor – Contracted ++ | ++ | ++ | ++ | ++ | ++ | ++ |
| Assessor Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |

ACTIVITY MEASURES:

| Activity | 2005 | 2006 Φ | 2007 | 2008 | 2009* | 2010* Φ |
|---------------------------|--------|-----------|--------|--------|--------|------------|
| Properties Inspected | 1,300 | 1,500 | 1,422 | 953 | 898 | 900 |
| Assessment Notices Mailed | 1,830 | 12,500 | 1,154 | 733 | 595 | 12,900 |
| Open Book Hearings | 27 | 600 | 101 | 69 | 165 | 700 |
| Board of Review Hearings | 8 | 40 | 25 | 14 | 15 | 60 |
| Residential Parcels | 12,194 | 11,573 | 11,648 | 11,715 | 11,826 | 11,900 |
| Commercial Parcels | 509 | 529 | 524 | 523 | 522 | 520 |
| Total Parcels | 12,195 | 12,573 | 12,645 | 12,663 | 12,769 | 12,980 |
| Assessed Value Increase | 141 m | 817 m | 104 m | 111 m | 46 m | 70 m |

* Forecast

Φ Revaluation Year

BUDGET SUMMARY:

- 1) The City contracts for Assessor Services. This cost is less than the cost of a full-time hired City Assessor position.
- 2) The State of Wisconsin provides manufacturing assessment services for the City and, by law, charges for those services. As such, the rate of increase in that expense line item cannot be controlled by the City.
- 3) The 2010 Budget includes a planned revaluation of real property, which reflects the one-year delay that was put in place last year. Resources are set aside annually to perform a revaluation every third year, or in this instance fourth year. Therefore, expense numbers do not reflect the full cost of the revaluation, but activity measures reflect the entire revaluation.
- 4) Capital Outlay funding is provided for the replacement of a staff computer. The department has five computers. Replacement should be scheduled as one per year in order to standardize the budget impact and avoid peaks. Additionally, with the advent of cross-trained personnel in the department which began early in 2007, the additional front-counter computer is routinely relied upon.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| ASSESSOR | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-FT | 01.154.0000.5111 | 33,782 | 36,224 | 36,253 | 36,253 | 36,253 | 36,435 | 36,435 | 36,435 | 36,435 | |
| SALARIES-PT | 01.154.0000.5113 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SALARIES-OT | 01.154.0000.5117 | 0 | 0 | 300 | 300 | 0 | 300 | 300 | 300 | 300 | |
| COMPTIME TAKEN | 01.154.0000.5118 | 114 | 83 | 196 | 196 | 196 | 196 | 196 | 196 | 196 | |
| LONGEVITY | 01.154.0000.5133 | 240 | 240 | 240 | 240 | 240 | 300 | 300 | 300 | 300 | |
| HOLIDAY PAY | 01.154.0000.5134 | 2,280 | 2,187 | 2,258 | 2,258 | 2,258 | 2,269 | 2,269 | 2,269 | 2,269 | |
| VACATION PAY | 01.154.0000.5135 | 3,496 | 2,525 | 3,226 | 3,226 | 3,226 | 3,242 | 3,242 | 3,242 | 3,242 | |
| FICA | 01.154.0000.5151 | 2,916 | 3,004 | 3,249 | 3,249 | 3,226 | 3,270 | 3,270 | 3,270 | 3,270 | |
| RETIREMENT | 01.154.0000.5152 | 3,991 | 4,126 | 4,247 | 4,247 | 4,217 | 4,274 | 4,274 | 4,274 | 4,274 | |
| RETIREE GROUP HEALTH | 01.154.0000.5153 | | | | | 0 | | 0 | 0 | 0 | |
| GROUP HEALTH & DENTAL | 01.154.0000.5154 | 18,240 | 19,572 | 20,580 | 20,580 | 19,656 | 19,356 | 19,356 | 19,356 | 19,356 | |
| LIFE INSURANCE | 01.154.0000.5155 | 165 | 170 | 176 | 176 | 184 | 189 | 189 | 189 | 189 | |
| WORKERS COMPENSATION INS | 01.154.0000.5156 | 73 | 92 | 114 | 114 | 114 | 149 | 149 | 145 | 145 | |
| Sub-total | | 65,298 | 68,223 | 70,839 | 70,839 | 69,570 | 69,980 | 69,980 | 69,976 | 69,976 | -1.2% |
| Percent of Department Total | | 27.0% | 27.5% | 29.4% | 29.4% | 29.3% | 28.5% | 29.2% | 29.2% | 29.2% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| PROF SERVICE - ANNUAL & REVAL | 01.154.0000.5210 | 83,100 | 83,100 | 68,250 | 68,250 | 68,250 | 70,298 | 57,560 | 57,560 | 57,560 | |
| PROF SERVICE - CONTRACT ASSESSOR | 01.154.0000.5219 | 76,200 | 78,600 | 80,000 | 80,000 | 80,000 | 82,400 | 80,000 | 80,000 | 80,000 | |
| SOFTWARE MAINTENANCE | 01.154.0000.5257 | 3,400 | 3,400 | 3,500 | 3,500 | 3,500 | 3,605 | 3,750 | 3,750 | 3,750 | |
| STATE MFG ASSESSMENT | 01.154.0000.5299 | 11,417 | 12,863 | 12,500 | 12,500 | 12,500 | 12,875 | 14,000 | 14,000 | 14,000 | |
| Sub-total | | 174,117 | 177,963 | 164,250 | 164,250 | 164,250 | 169,178 | 155,310 | 155,310 | 155,310 | -5.4% |
| SUPPLIES | | | | | | | | | | | |
| POSTAGE | 01.154.0000.5311 | 0 | 0 | 0 | 0 | 0 | 0 | 8,100 | 8,100 | 8,100 | |
| OFFICE SUPPLIES | 01.154.0000.5312 | 435 | 404 | 1,000 | 1,000 | 800 | 1,000 | 1,000 | 1,000 | 1,000 | |
| PRINTING | 01.154.0000.5313 | 399 | 421 | 2,100 | 2,100 | 600 | 2,100 | 2,100 | 2,100 | 2,100 | |
| Sub-total | | 834 | 825 | 3,100 | 3,100 | 1,400 | 3,100 | 11,200 | 11,200 | 11,200 | 261.3% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| PUBLICATIONS | 01.154.0000.5421 | 205 | 96 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | |
| SUBSCRIPTIONS | 01.154.0000.5422 | 761 | 275 | 750 | 750 | 400 | 750 | 500 | 500 | 500 | |
| CONFERENCES AND SCHOOLS | 01.154.0000.5425 | 125 | 0 | 500 | 500 | 0 | 500 | 500 | 500 | 500 | |
| MILEAGE | 01.154.0000.5432 | 0 | 0 | 100 | 100 | 0 | 100 | 0 | 0 | 0 | |
| Sub-total | | 1,091 | 371 | 1,650 | 1,650 | 700 | 1,650 | 1,300 | 1,300 | 1,300 | -21.2% |
| SUB TOTAL NON PERSONAL SERVICES | | 176,042 | 179,159 | 169,000 | 169,000 | 166,350 | 173,928 | 167,810 | 167,810 | 167,810 | -0.7% |
| TOTAL GENERAL FUND | | 241,340 | 247,382 | 239,839 | 239,839 | 235,920 | 243,908 | 237,790 | 237,786 | 237,786 | -0.9% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| OFFICE EQUIPMENT | 41.154.0000.5813 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| COMPUTER EQUIPMENT | 41.154.0000.5841 | 849 | 919 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | |
| SOFTWARE | 41.154.0000.5843 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 849 | 919 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | 1,500 | |
| GRAND TOTAL ASSESSOR | | 242,189 | 248,301 | 241,339 | 241,339 | 237,420 | 245,408 | 239,290 | 239,286 | 239,286 | -0.9% |

LEGAL SERVICES

161

DEPARTMENT: Legal Services

PROGRAM MANAGER: City Attorney

PROGRAM DESCRIPTION:

The law firm of Wesolowski, Reidenbach & Sajdak, S.C. is responsible for conducting most of the legal business in which the City is involved, such as researching and preparing legal opinions, researching and drafting ordinances, drafting resolutions, providing general legal counsel services, providing representation for the purchase and sale of property, providing general litigation services and for the prosecution of ordinance and traffic code violations. Jesse A. Wesolowski serves as the City Attorney and Brian C. Sajdak serves as Assistant City Attorneys.

SERVICES:

- Attend all Common Council meetings.
- Attend all Plan Commission meetings.
- Attend all Community Development Authority meetings.
- Attend all Economic Development Commission meetings.
- Attend all 27th Street Corridor Steering Committee meetings.
- Review ordinances and resolutions.
- Consult with staff and elected officials on legal matters.
- Render legal opinions as requested.
- Hold instructional meetings.
- Coordinate legal defense of claims against the City.
- Represent the City, its boards and officers in civil claims and litigation.
- Prosecute ordinance violations.
- Prepare and review development agreements.
- Prepare and/or review City contracts.
- Provide Boards and Commissions support services drafting agendas, public hearing notices, resolutions, ordinances and motions for the Plan Commission, the Community Development Authority, the Economic Development Commission, the Environmental Commission and the Parks Commission, and staff liaison services to the Community Development Authority, the Economic Development Commission and the 27th Street Corridor Steering Committee.

STAFFING - Contractual

ACTIVITY MEASURES:

| Activity | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|-----------------------|-------|-------|-------|-------|-------|-------|
| Hours of Service | 2,730 | 2,909 | 3,429 | 4,485 | 4,485 | 4,485 |
| Matters Litigated | 2 | 3 | 4 | 4 | 4 | 4 |
| Municipal Court Cases | 6,908 | 7,995 | 9,811 | 8,019 | 8,050 | 8,100 |

* Forecast

| CITY OF FRANKLIN | | 2007 | 2008 | 2009 | 2009 | 2009 | 2010 | 2010 | 2010 | 2010 | Percent |
|--------------------------------|------------------|---------|---------|---------|---------|----------|------------|--------------|----------|---------|---------|
| 2010 BUDGET | | Actual | Actual | Adopted | Amended | Estimate | Forecast B | Dept/Request | Proposed | Adopted | Change |
| LEGAL COUNSEL | | | | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| LEGAL SERVICES - GENERAL | 01.161.0000.5212 | 145,810 | 154,902 | 160,000 | 160,000 | 160,000 | 164,800 | 160,000 | 160,000 | 160,000 | |
| LEGAL SERVICES - DAY COURT | 01.161.0000.5213 | 52,939 | 53,917 | 56,400 | 56,400 | 56,400 | 58,092 | 56,400 | 56,400 | 56,400 | |
| BOARDS AND COMMISSIONS SUPPORT | 01.161.0000.5214 | 21,142 | 50,930 | 53,000 | 53,000 | 53,000 | 55,120 | 53,000 | 53,000 | 53,000 | |
| SPECIAL ATTORNEY | 01.161.0000.5251 | 7,251 | 8,584 | 5,500 | 5,500 | 5,500 | 5,665 | 5,500 | 5,500 | 5,500 | |
| ATTORNEY FEES - ADD'L SERVICES | 01.161.0000.5253 | 927 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Sub-total | | 228,070 | 268,333 | 274,900 | 274,900 | 274,900 | 283,677 | 274,900 | 274,900 | 274,900 | 0.0% |
| SUPPLIES | | | | | | | | | | | |
| PRINTING | 01.161.0000.5313 | 0 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | |
| Sub-total | | 0 | 0 | 100 | 100 | 100 | 100 | 100 | 100 | 100 | 0.0% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| CONFERENCES AND SCHOOLS | 01.161.0000.5425 | 0 | 0 | 650 | 650 | 650 | 650 | 650 | 650 | 650 | |
| COURT COSTS | 01.161.0000.5427 | 1,538 | 1,128 | 450 | 450 | 450 | 450 | 450 | 450 | 450 | |
| Sub-total | | 1,538 | 1,128 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 1,100 | 0.0% |
| GRAND TOTAL LEGAL COUNSEL | | 229,608 | 269,461 | 276,100 | 276,100 | 276,100 | 284,877 | 276,100 | 276,100 | 276,100 | 0.0% |

MUNICIPAL BUILDINGS

181

DEPARTMENT: Municipal Buildings

PROGRAM MANAGER: Director of Administration (assisted by Building Operation Supervisor)

PROGRAM DESCRIPTION:

The Municipal Buildings Department provides for the operation and maintenance of the City's buildings which include: the City Hall Complex, Fire Stations 1, 2, and 3; Law Enforcement Building, Library, Legend Park Buildings, the Public Works Garage and accessory buildings. Custodial service employees are provided to City Hall, Law Enforcement Building, and Library.

SERVICES:

- Provide custodial services at City Hall, Law Enforcement Building, and Library.
- Operate and maintain City grounds and buildings.
- Coordinate repairs and major maintenance projects in City facilities, including ADA compliance activities.
- Procure maintenance materials and supplies for all municipal buildings. The cost of maintenance materials, supplies, and utilities are included in the budgets of the Law Enforcement Building, Library, Fire Stations, Public Works Garage, and the Sewer and Water Building.

STAFFING:

| Authorized Positions (FTE) | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 |
|----------------------------|------|------|------|------|------|------|
| Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Custodian | .00 | .00 | .00 | .00 | .00 | .00 |
| Assistant Custodian | 3.26 | 3.26 | 3.26 | 3.26 | 3.26 | 2.42 |
| Seasonal Maintenance | .32 | .64 | .57 | .57 | .48 | .48 |
| Total | 4.58 | 4.90 | 4.83 | 4.83 | 4.74 | 3.92 |

ACTIVITY MEASURES:

| Square Footage: | 2005 | 2006 | 2007 | 2008 | 2009* | 2010* |
|--------------------------|---------|---------|---------|---------|---------|---------|
| City Hall | 47,206 | 47,206 | 47,206 | 47,206 | 47,206 | 47,206 |
| Fire Stations | 26,480 | 26,480 | 26,480 | 26,480 | 32,392 | 37,750 |
| Public Works Building | 45,450 | 45,450 | 45,450 | 45,450 | 45,450 | 45,450 |
| Sewer & Water Building | 6,620 | 6,620 | 6,620 | 6,620 | 6,620 | 6,620 |
| Law Enforcement Building | 68,300 | 68,300 | 68,300 | 68,300 | 68,300 | 68,300 |
| Library Building | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Total Square Footage | 234,056 | 234,056 | 234,056 | 234,056 | 239,968 | 245,326 |

* Forecast

BUDGET SUMMARY:

- 1) Staffing for 2010 is reduced one FTE following the 2009 retirement of a custodian. The service level is partially retained through a slight adjustment in hours to one current part-time custodian and the continuation of a service contract which will provide approximately 20 hours per week of custodial support. The net impact is a reduction in FTE to 3.92. Overall maintenance service is reduced from 130 hours per week prior to the retirement to 117 hours per week for 2010.
- 2) Allocated Payroll Cost – This credit represents the portion of the departmental expense charged to the Police and Library operations.
- 3) Capital Outlay provides \$4,600 for a Comprehensive Roof Management Survey to replace an expired 2003 survey which will provide service and maintenance recommendations through at least 2014. The survey had been scheduled and budgeted for 2009 but was postponed as a cost saving measure. Replacement of a complete HVAC unit budgeted for 2009 did not occur as it will occur in 2010 using federal stimulus or grant dollars (\$55,000) that are appropriated for elsewhere.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|--|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| MUNICIPAL BUILDING | | | | | | | | | | | |
| PERSONAL SERVICES | | | | | | | | | | | |
| SALARIES-FT | 01.181.0000.5111 | 118,524 | 121,867 | 122,011 | 122,011 | 110,017 | 121,221 | 121,221 | 100,841 | 100,841 | |
| SALARIES-PT | 01.181.0000.5113 | 37,334 | 48,269 | 48,719 | 48,719 | 48,432 | 45,140 | 45,140 | 35,560 | 35,560 | |
| SALARIES-TEMP | 01.181.0000.5115 | 6,318 | 6,526 | 9,512 | 9,512 | 9,235 | 9,420 | 9,420 | 9,420 | 9,420 | |
| SALARIES-OT | 01.181.0000.5117 | 3,236 | 3,434 | 3,000 | 3,000 | 3,500 | 3,000 | 3,000 | 3,000 | 3,000 | |
| COMPTIME TAKEN | 01.181.0000.5118 | 338 | 1,761 | 2,060 | 2,060 | 2,060 | 2,060 | 2,060 | 2,060 | 2,060 | |
| LONGEVITY | 01.181.0000.5133 | 60 | 130 | 120 | 120 | 105 | 60 | 60 | 60 | 60 | |
| HOLIDAY PAY | 01.181.0000.5134 | 9,394 | 9,323 | 10,359 | 10,359 | 13,452 | 10,310 | 10,310 | 8,532 | 8,532 | |
| VACATION PAY | 01.181.0000.5135 | 7,467 | 6,994 | 9,232 | 9,232 | 11,258 | 9,047 | 9,047 | 7,777 | 7,777 | |
| FICA | 01.181.0000.5151 | 13,567 | 14,969 | 15,684 | 15,684 | 14,998 | 15,320 | 15,320 | 12,794 | 12,794 | |
| RETIREMENT | 01.181.0000.5152 | 11,383 | 10,841 | 11,308 | 11,308 | 20,383 | 14,633 | 22,352 | 18,434 | 18,434 | |
| RETIREE GROUP HEALTH | 01.181.0000.5153 | 0 | 6,240 | 6,500 | 6,500 | 5,101 | 5,983 | 5,983 | 3,452 | 3,452 | |
| GROUP HEALTH & DENTAL | 01.181.0000.5154 | 55,932 | 57,780 | 62,028 | 62,028 | 52,649 | 47,832 | 47,832 | 39,384 | 39,384 | |
| LIFE INSURANCE | 01.181.0000.5155 | 819 | 854 | 844 | 844 | 483 | 615 | 615 | 422 | 422 | |
| WORKERS COMPENSATION INS | 01.181.0000.5156 | 4,235 | 7,497 | 8,936 | 8,936 | 8,536 | 9,365 | 9,365 | 7,647 | 7,647 | |
| ALLOCATED PAYROLL COST | 01.181.0000.5199 | -145,950 | -147,600 | -150,600 | -150,600 | -150,600 | -150,600 | -150,600 | -157,200 | -157,200 | |
| Sub-total | | 122,657 | 148,886 | 159,713 | 159,713 | 147,609 | 143,406 | 150,978 | 92,173 | 92,173 | -42.3% |
| Percent of Department Total | | 62.7% | 55.8% | 52.9% | 52.9% | 58.9% | 49.4% | 25.6% | 40.9% | 40.9% | |
| CONTRACTUAL SERVICES | | | | | | | | | | | |
| DATA & TELEPHONE CABLING | 01.181.0000.5247 | 0 | 13 | 1,000 | 1,000 | 500 | 1,030 | 0 | 0 | 0 | |
| SUNDRY CONTRACTORS | 01.181.0000.5299 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 15,000 | 15,000 | |
| Sub-total | | 0 | 13 | 1,000 | 1,000 | 500 | 1,030 | 0 | 15,000 | 15,000 | |
| SUPPLIES | | | | | | | | | | | |
| OFFICE SUPPLIES | 01.181.0000.5312 | 105 | 81 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | |
| UNIFORMS | 01.181.0000.5326 | 735 | 532 | 850 | 850 | 700 | 850 | 875 | 900 | 900 | |
| FUEL/LUBRICANTS | 01.181.0000.5331 | 84 | 120 | 100 | 100 | 85 | 100 | 100 | 100 | 100 | |
| CONSUMABLE TOOLS | 01.181.0000.5342 | 273 | 245 | 250 | 250 | 250 | 250 | 250 | 250 | 250 | |
| Sub-total | | 1,197 | 977 | 1,350 | 1,350 | 1,185 | 1,350 | 1,375 | 1,400 | 1,400 | 3.7% |
| SERVICES AND CHARGES | | | | | | | | | | | |
| OFFICIAL NOTICES/ADVERTISING | 01.181.0000.5421 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| CONFERENCES AND SCHOOLS | 01.181.0000.5425 | 561 | 475 | 900 | 900 | 550 | 900 | 500 | 500 | 500 | |
| FACILITY CHARGES | | | | | | | | | | | |
| WATER | 01.181.0000.5551 | 1,223 | 1,420 | 1,350 | 1,350 | 1,000 | 1,404 | 1,350 | 1,350 | 1,350 | |
| ELECTRICITY | 01.181.0000.5552 | 46,583 | 48,892 | 53,100 | 53,100 | 44,000 | 55,224 | 53,000 | 53,000 | 53,000 | |
| SEWER | 01.181.0000.5553 | 362 | 590 | 450 | 450 | 400 | 468 | 450 | 450 | 450 | |
| NATURAL GAS | 01.181.0000.5554 | 14,747 | 15,727 | 18,750 | 18,750 | 17,500 | 19,500 | 18,750 | 18,750 | 18,750 | |
| LANDSCAPE MATERIALS | 01.181.0000.5555 | 2,998 | 2,992 | 3,000 | 3,000 | 3,000 | 3,120 | 3,000 | 3,000 | 3,000 | |
| JANITORIAL SUPPLIES | 01.181.0000.5556 | 4,838 | 5,248 | 5,000 | 5,000 | 5,000 | 5,200 | 5,000 | 5,000 | 5,000 | |
| BUILDING MAINTENANCE-SYSTEMS | 01.181.0000.5557 | 18,000 | 19,607 | 20,000 | 20,000 | 20,000 | 20,800 | 20,000 | 20,000 | 20,000 | |
| BUILDING MAINTENANCE-OTHER | 01.181.0000.5559 | 10,444 | 10,342 | 10,000 | 10,000 | 10,000 | 10,400 | 10,000 | 10,000 | 10,000 | |
| Sub-total | | 99,195 | 104,819 | 111,650 | 111,650 | 100,900 | 116,116 | 111,550 | 111,550 | 111,550 | -0.1% |
| SUB TOTAL NON PERSONAL SERVICES | | 100,953 | 106,284 | 114,900 | 114,900 | 103,135 | 119,396 | 113,425 | 128,450 | 128,450 | 11.8% |
| TOTAL GENERAL FUND | | 223,610 | 255,170 | 274,613 | 274,613 | 250,744 | 262,802 | 264,403 | 220,623 | 220,623 | -19.7% |
| CAPITAL OUTLAY FUND | | | | | | | | | | | |
| FURNITURE & FIXTURES | 41.181.0000.5812 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| NON-MOTORIZED EQUIPMENT | 41.181.0000.5814 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| SHOP EQUIPMENT | 41.181.0000.5815 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| BUILDING IMPROVEMENTS | 41.181.0000.5822 | 9,131 | 11,497 | 27,500 | 27,500 | 0 | 27,500 | 324,600 | 4,600 | 4,600 | |
| COMPUTER EQUIPMENT | 41.181.0000.5841 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| TOTAL CAPITAL OUTLAY FUND | | 9,131 | 11,497 | 27,500 | 27,500 | 0 | 27,500 | 324,600 | 4,600 | 4,600 | -83.3% |
| EQUIPMENT REVOLVING FUND | | | | | | | | | | | |
| EQUIPMENT | 42.181.0000.5811 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL MUNICIPAL BUILDING | | 232,741 | 266,667 | 302,113 | 302,113 | 250,744 | 290,302 | 589,003 | 225,223 | 225,223 | -25.5% |

INSURANCE

194

DEPARTMENT: Insurance

PROGRAM MANAGER: Director of Administration

PROGRAM DESCRIPTION:

The City accounts for all insurance program activities in a separate general fund department. Insurance coverage maintained by the City includes general and umbrella liability, property, auto, professional liability, and worker compensation policies. Third party insurance companies provide all insurance coverage for the City. Workers Compensation costs are based on covered payroll amounts multiplied by standard rates established by the State. The City's worker compensation insurance carrier also offers a dividend program, which makes the City eligible to earn dividends if claim costs fall below specified thresholds. Good claims experience may increase the amount of the dividend available to the City. The full-expected premium cost is budgeted as expenditure; estimated dividends are budgeted as revenues on a conservative basis, as the amounts are subject to change based on claims experience. Insurance amounts are allocated to various City departments, the Library, Water Utility, and Sewer Fund through an ongoing administrative allocation.

BUDGET SUMMARY:

- 1) The largest expense within the funding for this area is workers compensation costs. The State sets rates and calculates the City's modification factor based upon claims history. Workers Compensation expenses are charged out to the operating department budgets.
- 2) The insurance budget not allocated to specific departments represents mainly public officials' liability insurance.
- 3) The Building Insurance increase reflects, in part, the addition of a new fire station.

| CITY OF FRANKLIN 2010 BUDGET | | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|----------------------------------|------------------|----------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| INSURANCE | | | | | | | | | | | |
| BUILDING INSURANCE | 01.194.0000.5511 | 24,645 | 26,891 | 29,000 | 29,000 | 28,000 | 29,000 | 28,000 | 28,000 | 28,000 | |
| AUTO/EQUIPMENT INSURANCE | 01.194.0000.5512 | 61,667 | 69,908 | 72,500 | 72,500 | 70,000 | 72,500 | 71,000 | 71,000 | 71,000 | |
| GENERAL LIABILITY | 01.194.0000.5513 | 96,096 | 96,162 | 96,200 | 96,200 | 97,000 | 96,200 | 101,000 | 101,000 | 101,000 | |
| PROFESSIONAL LIABILITY | 01.194.0000.5514 | 37,103 | 37,764 | 38,500 | 38,500 | 37,500 | 38,500 | 38,500 | 38,500 | 38,500 | |
| BOILER INSURANCE | 01.194.0000.5515 | 7,514 | 7,392 | 7,500 | 7,500 | 7,500 | 7,500 | 7,550 | 7,550 | 7,550 | |
| UMBRELLA INSURANCE | 01.194.0000.5516 | 13,800 | 13,800 | 14,000 | 14,000 | 14,000 | 14,000 | 14,200 | 14,200 | 14,200 | |
| PUBLIC OFFICIALS E & O LIABILITY | 01.194.0000.5518 | 48,239 | 48,264 | 50,000 | 50,000 | 48,500 | 50,000 | 50,000 | 50,000 | 50,000 | |
| MONEY & SECURITIES | 01.194.0000.5521 | 1,695 | 1,695 | 2,000 | 2,000 | 1,700 | 2,000 | 2,000 | 2,000 | 2,000 | |
| ALLOCATED INSURANCE COST | 01.194.0000.5560 | -223,800 | -235,000 | -242,500 | -242,500 | -242,500 | -242,500 | -242,500 | -245,150 | -245,150 | |
| WORKERS COMPENSATION | 01.194.0000.5517 | 232,801 | 344,468 | 370,500 | 370,500 | 370,500 | 370,500 | 370,500 | 431,836 | 431,836 | |
| ALLOCATED WC INSURANCE COST | 01.194.0000.5561 | -232,801 | -344,468 | -370,500 | -370,500 | -370,500 | -370,500 | -370,500 | -431,836 | -431,836 | |
| Sub-total | | 66,960 | 66,876 | 67,200 | 67,200 | 61,700 | 67,200 | 69,750 | 67,100 | 67,100 | -0.1% |
| GRAND TOTAL INSURANCE | | 66,960 | 66,876 | 67,200 | 67,200 | 61,700 | 67,200 | 69,750 | 67,100 | 67,100 | -0.1% |
| Less Program Revenue: | | | | | | | | | | | |
| INSURANCE DIVIDEND | 01.0000.4771 | -16,549 | -11,049 | -15,000 | -15,000 | -49,800 | -15,000 | -15,000 | -15,000 | -15,000 | |
| Net Insurance Related Costs | | 50,411 | 55,827 | 52,200 | 52,200 | 11,900 | 52,200 | 54,750 | 52,100 | 52,100 | |

UNCLASSIFIED, CONTINGENCY & ANTICIPATED UNDERSPENDING 198, 199

DEPARTMENT: Unclassified, Contingency & Anticipated Underspending

PROGRAM MANAGER: Director of Finance & Treasurer

PROGRAM DESCRIPTION:

These programs provide for miscellaneous accounts that are not contained in department operating budgets.

Department 198 Unclassified: Items accounted for in this department include refunded taxes, special assessments on City owned property (if any) and claims or judgment costs.

Department 199 Contingency: This area carries the annual contingency appropriation. This appropriation is made to address unforeseen expenditures in the General Fund or to allow Common Council to retain control of program expenditures that are uncertain at time of budget adoption. Funds are not expended directly from the contingency account, but are transferred to General Fund operating budgets by specific Common Council action.

Department 199 Anticipated Underspending: Historically the City budgets have been under spent for a variety of reasons. The primary reason is manpower positions that are vacant for a portion of the year due natural turnover of staffing. While it is difficult to predict where in City Departments the vacancies will occur from year to year it is predictable that within the entire City operations vacancies will occur. It is reasonable to budget for a vacancy factor as a negative budget. By doing so the resident are not taxed for an expenditure that will not be made. This has been a longstanding practice in the City of Franklin but in the past the vacancy estimate has been shown as an anticipated revenue. The change to a negative expenditure will make a better comparison on both the revenue and the expenditure sections of the budget.

| CITY OF FRANKLIN 2010 BUDGET | 2007 Actual | 2008 Actual | 2009 Adopted | 2009 Amended | 2009 Estimate | 2010 Forecast B | 2010 Dept/Request | 2010 Proposed | 2010 Adopted | Percent Change |
|---|------------------|----------------|-----------------|-----------------|------------------|--------------------|----------------------|------------------|-----------------|-------------------|
| UNCLASSIFIED EXPENSES | | | | | | | | | | |
| CONTRACTUAL SERVICES LANDFILL MONITORING | 01.198.0000.5219 | -7,621 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CONTRIBUTIONS AND AWARDS REFUNDED PROPERTY TAXES | 01.198.0000.5543 | 18,123 | 11,776 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | |
| CLAIMS | 01.198.0000.5731 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| GRAND TOTAL UNCLASSIFIED | | 10,503 | 11,776 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 12,500 | 0.0% |
| CONTINGENCY | | | | | | | | | | |
| RESTRICTED | | | | | | | | | | |
| POLICE | | | | | | | 0 | 0 | 80,042 | |
| OTHER | 01.199.0000.5110 | | 490,000 | 490,000 | 0 | 0 | 0 | 0 | 400,000 | |
| Sub-total | | 0 | 0 | 490,000 | 490,000 | 0 | 0 | 0 | 480,042 | |
| UNRESTRICTED | | | | | | | | | | |
| UNRESTRICTED | 01.199.0000.5499 | 0 | 175,000 | 157,000 | 0 | 175,000 | 175,000 | 56,000 | 56,000 | |
| GRAND TOTAL CONTINGENCY | | 0 | 0 | 665,000 | 647,000 | 0 | 175,000 | 175,000 | 536,042 | -19.4% |
| ANTICIPATED UNDEREXPENDITURES | | | | | | | | | | |
| | 01.199.0000.xxxx | | 0 | -890,000 | -890,000 | 0 | 0 | -400,000 | -300,000 | -500,000 |